

MIWISCONSIN WORKS (W-2) CONTRACT AND IMPLEMENTATION (C&I) COMMITTEE

201 E Washington Ave., GEF 1, Room D203
Madison, WI

September 19, 2003
10:00 AM - 2:00 PM

The W-2 Contract and Implementation Committee is the single point of contact for feedback to the Department of Workforce Development (DWD) on policy implementation related to W-2 agencies, and includes representation from the Wisconsin County Human Service Association (WCHSA), Urban Caucus counties, and W-2 private agencies in Milwaukee County and the balance of state.

COMMITTEE: Members (Present = X)

X Bettie Rodgers, Chair	DWD/DWS	X Marilyn Putz	Kaiser Group
X Phyllis Bermingham	Marathon Co.	X John Rathman	Outagamie Co.
X Liz Green	Dane Co.	X Terri Rapp	Wood Co.
X Connie Hendries	Manitowoc Co.	Kieth Garland	YW Works
X Deb Hughes	Southwest Consortium	X Teresa Pierce	Workforce Connections
X Ed Kamin	Kenosha Co.	X Shirley Ross	LaCrosse Co.
X Shirley Kitchen	Dodge Co.	X Jerry Stepaniak	MAXIMUS
Tina Koehn	UMOS	Cindy Sutton	Rock Co.
X Kathi Madsen	Douglas Co.	X Michael Van Dyke	Door Co.
X Tom Prete	Forward Service Corp.	Rodger Williams	OIC-GM

COMMITTEE: Alternates (Present = X)

Carmen Rivera	OIC-GM
X	

DWD STAFF ATTENDEES:

Brenda Bell-White, DWS/BPS
Chuck Brassington, DWS/BWI
Nancy Buckwalter, DWS/BPS
Heidi Hammes, DWS/BWP
Jane Kahl, DWS/BWI
Joan Larson, DWS/BDS

Pat McDonnell, DWS/AO
Kelly Millard, DWS/BWP
Jude Morse, DWS/BPS
Lee Mutchler, DWD/ASD
Jacquie Piraino, DWS/BDS
Linda Preysz, DWS/BWP

Mirwais Qader, DWD/ASD
Dianne Reynolds, DWS/BWP
Mary Rowin, DWS/AO
Paul Saeman, DWS/BWI
Kipp Sonnentag, DWD/ASD
Mary Tremain, DWS/BDS

GUESTS:

Doreen Alfred, Wood Co.
Jane Batha, ACS
Marcia Christensen, FSC

Julie Kerksick, New Hope Project
Ray Anthony Fikes, OIC-GM
Beth Hicks, UMOS

Adelene Robinson, Kenosha County
Karyn Rotker, ACLU
Kathy Ryan, Dodge County

Mary Coleman, OIC-GM
Pam Fendt, UWM CED
Susan Fergus, Racine Co.

Liz Mahloch, Sheboygan County
Kathleen Mulligan-Hansen, IWF
Rob Reinhardt, Leg. Fiscal Bureau

Grant Price, Milwaukee
Shawn Smith, Hudson Institute
John Wilberding, MAXIMUS

RECORDER: Amy Bradley, DWS/BPS

Introductions

W-2 C&I Committee members, alternates, DWD staff and guests introduced themselves.

Minutes Approval

A motion was made by Deb Hughes and seconded by Ed Kamin to approve the July minutes as submitted. Passed unanimously.

Contract Issues Subcommittee – Ed Kamin

Received phone calls on \$2.6M reduction. Ed Kamin stated that the subcommittee appreciated the ability to provide input to the process of the \$2.6 million reduction in W-2. However, they were under the impression that there would be another meeting which did not occur. The subcommittee never formally made a recommendation on any of the options to be presented to the C&I Committee.

The subcommittee was also contacted by DWD concerning the Random Moment Time Sampling (RMS). Members of the subcommittee attended a meeting where it was recommended that the Income Maintenance (IM) portion be handled by the Income Maintenance Advisory Committee (IMAC). The Contract Issues subcommittee recommends that a subcommittee of this subcommittee would meet during the regularly scheduled Contract Issues subcommittee timeframe to discuss RMS. They also recommended that John Rathman be added to this subcommittee. A Motion to approve the recommendation was made by Ed Kamin, seconded by Phyllis Bermingham. Passed unanimously.

Program and Policy Development Subcommittee – Deb Hughes

Deb Hughes asked for comments on the issue paper she sent out concerning the third trimester benefits. A C&I member asked if a cost analysis was done. Deb responded that the subcommittee does not have the sophistication for that and would like the Legislative Fiscal Bureau to look at the numbers. Another C&I member stated that he was in support of the issue paper, but if it isn't 100% funded by additional money without using current contract funds, then it shouldn't be done at all. Ed Kamin made a motion and Phyllis Bermingham seconded to approve the subcommittee's recommendation. Deb made a friendly amendment to include additional language in the issue paper: "As with other W-2 applicants, pregnant women should not be found eligible if they have chosen to leave a job that was still open to them, unless they were required to leave for medical verified reasons." Passed unanimously.

Performance Standards Subcommittee - Tom Prete

The subcommittee sent a survey to Regional Offices for distribution to agencies asking what agencies were using for education testing. There was a 50% response rate from agencies. The responses showed a variety of tests were being used, and some agencies were using different tests for pre- and post-testing. Jane Kahl stated that a policy will be issued soon stating that several different tests can be used (with a list of possible acceptable tests), and detailing that the same test needs to be used for pre- and post-testing.

The subcommittee has asked for an Exception report in the 19th & 53rd months. State staff responded that it was fairly easy to do and would require them to run the report only a month earlier than they currently do. All reports should be up and running by November. The first Unemployment Insurance (UI) data will be available in February 2005. Tom also received verbal clarification from DWD that if an agency is found to not be meeting the UI standards (in June & July), Right of First Selection can be pulled. He stressed that that needs to be clearer and agencies need to be aware of that.

The subcommittee is currently providing suggestions on what needs to be clarified in the contract performance standards. The expectations & parameters need to be spelled out very clearly – not only in QAs, but in the info map. The emphasis needs to be on clear and concise performance standards, with everyone involved

understanding the boundaries and parameters. Anyone with any further questions on performance standards should contact Tom Prete or Linda Brandenburg.

W-2, Income Maintenance, Food Stamp Employment and Training, and Child Care Coordination Subcommittee – John Rathman

The subcommittee reviewed a draft Operations (Ops) Memo on forms coordination that DWD & the Department of Health and Family Services DHFS wrote together. There will be one contact person in every agency for forms coordination.

Client Assistance for Reemployment and Economic Support (CARES)/Information Technology (IT) Subcommittee - Liz Green

The subcommittee has not yet met due to the new contracting period. Plan to in next couple of weeks.

Caseload Information Subcommittee – Jerry Stepaniak

The subcommittee tried to set up a meeting between DWD and the subcommittee to discuss caseload information. DWD responded by stating that if the subcommittee has any questions, they should be submitted in writing, which the subcommittee subsequently did. The subcommittee would like to return to the interactive and cooperative process they had last fall.

\$2.6M Reduction and Reallocation for 2002-2003 W-2 Contracts

Tom Smith and Lee Mutchler from the DWD Budget Office provided some clarification on how the W-2 reductions and shifts were calculated and the methodology behind them. The projection model used was the same used in May for Contingency Funds for the Joint Finance Committee.

The average of the most recent 3 months of benefits was projected through the end of the year. A shift of funds was proposed based on the philosophy that funds should follow caseloads. Milwaukee County had 75%-80% of paid and unpaid caseloads, but only 65% of the original funding allocation. The cuts and shifts in funding had to be done on statewide basis. Lee provided two examples outlining the cuts and shifts for one agency projected to underspend, and one projected to overspend.

Some C&I members expressed concern that several agencies would run out of money in October and be unable to keep the doors open as a result of these cuts. The agencies can sustain some cuts, but not to this extreme extent. They stated that DWD should have made the \$2.6 million cuts authorized by the Legislature, and then talked to agencies about where underspending was occurring and asking for voluntary returns of any underspent funds. One C&I member stated that if this approach had been taken, it's possible that the necessary cuts could have been made without the complete devastation that is currently happening to some agencies. John Rathman said that he has prepared a survey in cooperation with WCHSA to determine projected underspending and voluntary deobligations. Bettie Rodgers stated that agencies are welcome to complete the survey, but DWD has made it's decision and she can't promise that anything will change as a result of the survey.

Several C&I members questioned DWD's authority to shift \$13.8 million instead of making the \$2.6 million cuts requested by the Legislature. Clarification was also requested on whether it was in fact DWD's decision to shift the \$13.8 million. Jacquie Piraino responded that it was DWD's decision to make the shift in funds, and it was a result of the removal of contingency funds. DWD will look at underspending again in the fall and will reallocate funds to areas of need. Funding will be watched closely and further shifts will be made as needed.

Workforce Attachment and Advancement (WAA) Deobligation/ Reobligation Process – Joan Larson

A memo asking agencies to fill out a form for over/ underspending of WAA funds will be used to look at reobligations. DWD would like to ensure that all WAA funds will be used. The survey will go out sometime next week with a possible October 15th final decision on deobligations and reobligations.

Critical Indicators Update– Chuck Brassington

Chuck Brassington released a handout on critical indicators. It will be posted on the website soon at http://www.dwd.state.wi.us/dws/bwi/rs/ci_report.htm. Agencies will have the capability to opt-in for updates every time there is an update or a new report is added. That opt-in list will also be located at the link above.

Financial Employment Planner (FEP) Conferences Update– Nancy Buckwalter

Two FEP Conferences were held in Stevens Point and Oconomowoc. There were 140 attendees in Stevens Point and 230 in Oconomowoc. The conference was structured to meet the needs of the FEPs. Technical issues regarding the job of the FEP were discussed, personal connections were also made at the conferences. They conferences were paid for by a grant from the Ford Foundation at a cost of \$10,000 for both. A C&I member asked if the materials could be distributed on the website for people that weren't able to attend. Nancy stated that she would look into it.

Temporary Assistance for Needy Families (TANF) Reauthorization Update – Dianne Reynolds

There is some concern about how far Congress will get on the TANF Reauthorization this year. There is currently continuing authorization through the end of month. The Senate Committee chaired by Senator Grassly passed their version of TANF Reauthorization on September 10th. The biggest issue in the Senate proposal is the funding for childcare (only \$1 billion for 5 years).

Transitional Jobs Update – Dianne Reynolds

The Transitional Jobs Taskforce presented their recommendation to Secretary Gassman. The recommendation is posted on DWD's website at <http://www.dwd.state.wi.us/transjobs/>.

Community Reinvestment (CR) Process Update – Edie Sprehn

Agencies have already received something telling them what their CR reductions will be. Edie stated that plan modifications will be required in connection with the CR reductions. The Memo gave a deadline of October 1st for plan modification submittal to Regional Offices (ROs). Edie said that the ROs will work closely with agencies with questions in order to get the plan modifications in as soon as possible, but DWD will look at October 15th as an alternative date for submittal. A plan modification is not needed if an agency is using CR dollars to supplement W-2 benefits, only if the agency is shifting dollars from admin to program. Also, if the agency's current plan was to use CR dollars to run programs, and they would now like to use it to supplement W-2 benefits, a plan modification will be needed. It shouldn't be a complex plan modification. Short one-page.

W-2 and Labor Market Information – Terry Ludeman

Terry Ludeman made a brief presentation on how W-2 is changing based on labor economics. There are an extraordinarily high percentage of W-2 caseloads in Milwaukee. Poverty is also concentrated in Milwaukee. The incidence of poverty in Milwaukee (37% of the State's poverty) is higher than the rate of the state's population located in Milwaukee (18%). New caseloads are incurring more in BOS than in Milwaukee County. For example, Northeast Wisconsin is seeing much more deterioration in the labor market than they have in the past, and we can see a correlation between that and new W-2 cases.

FEP Apprenticeship Program Update – Karen Morgan

Karen Morgan from the Bureau of Apprenticeship Standards gave a brief introduction on the new FEP Apprenticeship Program that is currently in the planning stages. The FEP Apprenticeship Program was developed out of a grant the Bureau of Apprenticeship Standards received to develop apprenticeship programs in non-traditional areas. A series of meetings were held, working with W-2 agencies in Milwaukee area. After identifying strengths & weaknesses of the apprenticeship program as it relates to the FEP occupation, they decided to move forward. The Strength of the apprenticeship program is providing the structure for the on-the-job learning that occurs. The program provides for a skilled person to assist apprentices as they go through their work. Job analysis will be sent to all agencies that employ FEPs or portions of FEP positions. Karen is interested in knowing if the program looks valid for various agencies. After receiving responses to surveys, they will adjust the program for the feedback received. The funding will be used to fill the gaps in training that agencies see as being needed. It will be a strictly optional program for agencies, but Karen hopes to make the program so good that agencies will want to use it. There will be no fee associated with participation in the FEP Apprenticeship Program.

Automated Case Directory Demo – Tricia Janssen & Ken Funck

Tricia Janssen and Ken Funck presented an Automated Case Directory Demo. The Automated Case Directory will be in production on September 30th. It will produce reports to look at caseloads. Agencies will be able to identify certain types of cases to manage caseloads more efficiently. Users will need to have a Web Intelligence ID with interactive (not just viewer level) access. There will be 15 different reports that are broken down into 3 types of workers, a Primary Worker (IM), a FEP, and a work program case manager. Users can access reports, and will be prompted to enter one or more county/ tribe, office ID, or FEP ID. Users can then select various criteria they are interested in, then run a query to generate a report. The database will be updated weekly. Response time may be a problem due to capabilities of the database server. They will evaluate the problems in response times and pursue other options after the release of the directory on September 30th.

Other Issues

Connie Hendries suggested that a subcommittee or ad hoc committee be formed to address administrative workload burden issues. Agencies need to brainstorm with DWD to come up with workload savings ideas. Nancy Buckwalter agreed that it is a good idea. The Bureau of Partner Services will be the lead for DWD. Edie Sprehn will co-chair the committee. Jude Morse will solicit agency volunteers for co-chair and participants.

NEXT MEETING DATE: Friday, November 21, 2003, 10:00 AM
201 E. Washington St., Room D203, Madison, WI